FORT BEND COUNTY FY 2010
COMMISSIONERS COURT AGENDA REQUEST FORM
Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: March 9, 2010

Court Agenda Date: March 23, 2010

Submitted By: J. C. Whitten
Department: Mental Health/Public Defender Dept
Phone Number: 281-344-3950

SUMMARY OF ITEM: MENTAL HEALTH/PUBLIC DEFENDER: Take all appropriate action to authorize payment by Invoice Transmittal for office supplies in the amount of $157.52 to Roderick Glass provided without a purchase order. (Fund: Mental Health/Public Defender Grant)

RENEWAL AGREEMENT/APPOINTMENT YES ☐ NO ☒
REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES ☐ NO ☒

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☒ NO ☐

FUNDNG SOURCE: Accounting Unit:G485-10 Account Number: 22500
Activity (If Applicable): Office Supplies

DESCRIPTION OF LAWSON ACCOUNT: ______________________

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office ☐ (✓ when completed)
If by E-Mail to ospindon@co.fort-bend.tx.us If by Fax to (281) 341-8609
Distribute copies with back-up to all listed below. If by fax, send to numbers below:

☒	Auditor	(281-341-3774)	☒	Comm. Pct. 1	(281-342-0587)
☒	Budget Officer	(281-344-3954)	☒	Comm. Pct. 2	(281-403-8009)
☒	Facilities/Planning	(281-633-7022)	☒	Comm. Pct. 3	(281-242-9060)
☒	Purchasing Agent	(281-341-8642)	☒	Comm. Pct. 4	(281-980-9077)
☒	Information Technology	(281-341-4526)	☒	County Clerk	(281-341-8697)
☐	Other:		☒	County Atty	(281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Roderick Glass purchased some basic office supplies prior to being able to use the Purchasing System due to the lack of computers and access to the Lawson purchasing. Computers are now installed and the personnel now have been trained to use the Lawson Purchasing module.

Special Handling Requested (specify):

Mental Health Public Defende
4851

FORT BEND COUNTY

EMPLOYEE REIMBURSEMENT OF PERSONAL EXPENDITURES

Please check one of the following:

	Vendor #	Vendor Name
	10281	AT&T formerly Cingular Wireless
	13400	Sprint formerly Nextel
	10655	SBC Communications
	10341	Verizon Wireless
X		Walmart, Office Depot (other)

Funding Source: 22500, 63500 (Accounting Unit and Account Number where bill is paid from)

Employee Name	Amt. Reimbursed
Rocky Glass, Walmart 1/27/2010	38.25
Rocky, Glass, Walmart 2/15/2010	14.23
Rocky Glass, Office Depot 2/15/10	34.08
Rocky Glass, Office Depot 1/27/2010	70.96
Sub-total from page 2	
TOTAL REIMBURSEMENT	157.52

Date Submitted: 4-Mar-10

Submitted By: Renell Welch, MH Public Defender office

Instructions:

1. Complete the form above, listing all employee's reimbursements being submitted.
2. Make 2 sets of copies of the employee's checks (may copy more than one check per page).
3. Submit this original form, along with employee's checks and 1 set of the copies to the Treasurer's Office for deposit.
4. Attach a copy of this form and the other set of the check copies with the invoice and submit to the Auditor's Office for payment.
5. The reimbursements should be submitted to the Treasurer's Office at the same time that the bill is being submitted to the Auditor's Office for payment processing.
6. If more lines are needed, please use page 2. When completing this form in Excel, the total from page 2 will automatically transfer to page 1, and the total on page 1 will automatically be calculated.

Walmart

Save money. Live better.

Walmart
MANAGER JOE CERVANTES
(281) 232 - 8394

ST# 0546 OP# 00000079 TE# 08 TR# 0512

POST IT	005113159458	1.97
POST IT	005113159458	1.97
COPY PAPER	003650009396	2.97
COPY PAPER	003650009396	2.97
LEGAL PAD	007431920391	3.27
	SUBTOTAL	13.15
TAX 1	8.250 %	1.08
	TOTAL	14.23
	DEBIT TEND	14.23
	CHANGE DUE	0.00

EFT DEBIT PAY FROM PRIMARY
ACCOUNT : 1904
14.23 TOTAL PURCHASE
REF # 004600212309
NETWORK ID. 0071 APPR CODE 562431
02/15/10 09:59:02

ITEMS SOLD 5

TC# 1814 1391 0708 0593 4097

Tax Prep in store at Jackson Hewitt
and $3 Check Cashing at Walmart
02/15/10 09:59:04

Walmart

Save money. Live better.

Walmart
MANAGER JOE CERVANTES
(281) 232 - 8396

ST# 0546 OP# 00006239 TE# 09 TR# 07407

~~COKE~~	004900001063	F	5.98	X
~~COKE~~	004900001063	F	5.98	X
FOLDER HOLDE	694147116009		7.84	X
12QT WSTBSKT	007314910359		2.00	X
12QT WSTBSKT	007314910359		2.00	X
12QT WSTBSKT	007314910359		2.00	X
SINGLE SCSSR	002775501531		1.88	X
WASTEBAGS	068113151394		2.64	X
PEN CUP	694147110871		1.88	X
LEGAL PAD	007431920162		2.44	X
PLANNER	074412073757		4.74	X
WASTEBASKET	007314910929		7.03	X
	SUBTOTAL		46.38	
TAX 1	8.250 %		3.83	
	TOTAL		50.21	
	DEBIT TEND		50.21	
	CHANGE DUE		0.00	

EFT DEBIT PAY FROM PRIMARY
ACCOUNT : 1904
50.21 TOTAL PURCHASE
REF # 002700851731
NETWORK ID. 0071 APPR CODE 768967
01/27/10 11:59:47

ITEMS SOLD 12

TC# 0047 9576 5052 5967 3554

Tax Prep in store at Jackson Hewitt
and $3 Check Cashing at Walmart
01/27/10 11:59:48

OFFICE DEPOT
OFFICE DEPOT
5400 FM 1640, STE. 100
RICHMOND, TX 77469
281-633-0701

SALE STR2123 REG014 TRN5502
02/15/10 10:14 EMP 560218 POS 5.09A

086486137461	FLDR,LTR,1DIV,RED	19.99
723382394580	PAPER,OD,SUPER WT	11.49
	SUBTOTAL	31.48
	TX 8.25% SALES TAX	2.60
	TOTAL	34.08
	DEBIT 1904	34.08

2TVTU9AAA334X68E6

OFFICE DEPOT
OFFICE DEPOT
5400 FM 1640, STE. 100
RICHMOND, TX 77469
281-633-0701

SALE STR2123 REG012 TRN5752
01/27/10 13:30 EMP 550178 POS 5.09A

735854981259	3 HOLE PUNCH,10 SH	9.59
735854701000	PUNCH,PAPER,2HOLE	11.99
735854994013	PAD,OD,8.5X11,12PK	6.99
086486145374	FLDR W/2FSTNR,50BX	29.99
735854108380	FOLDER,FILE,LTR,1/	6.99
	SUBTOTAL	65.55
	TX 8.25% SALES TAX	5.41
	TOTAL	70.96
	DEBIT 1904	70.96

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